

2023 Sudbury Cycling Club Risk Management Plan

Last Reviewed March 2023.

Preamble

Cycling can be a dangerous activity. The Sudbury Cycling Club (SCC) has developed this Risk Management Plan to document how SCC rides are to be managed to reduce risks associated with cycling activities. These policies are to be practiced by SCC members, and any permitted visiting riders as permitted by Ontario Cycling (OC) rules, during every SCC ride. All SCC members, and any permitted visiting riders, share the responsibility for making SCC rides as safe as possible.

General:

- All members of the SCC are responsible for bringing forward to the SCC Board any safety issues related to SCC Rides which present themselves throughout the riding season.
- While on SCC Rides, all SCC members must adhere to and obey all rules of the road as per the Ontario Highway Traffic Act.
- Any SCC member on a SCC Ride should immediately advise the ride leader(s) and other members of the ride should the member feel the group or individuals in the group are riding in an unsafe manner. The member should withdraw from the ride if they feel unsafe.
- All participants of the SCC Rides must provide proof of membership in good standing prior to each ride, if requested by the ride leader.
- Each SCC Ride participant will conduct themselves in a responsible manner and retains liability for their own actions.

Definitions

By-laws: the current version of SCC By-laws

Coach: includes the Head Coach, and any Member who is a Cycling NCCP – Trained coach or Cycling NCCP - Certified coach, who has been appointed by the SCC Board to assist the Head Coach

Club TT: a time trial competition, open only to Members

Indoor Training: training indoors on a bicycle that is on rollers, or fixed on a stationary trainer, including related activities inside the indoor training facility, for example setting up and dismantling bicycle trainers

Ride Leader: a Member appointed to lead cycling activities

Member: a member of SCC, as defined in the SCC By-laws

Road Cycling Training: includes non-competitive road cycling for training purposes

SCC: Sudbury Cycling Club

Track: Delki Dozzi Cycling Track in the City of Greater Sudbury

General

The SCC Board of Directors shall review and approve the Risk Management Plan annually. Date of review and approval will be included in this Risk Management Plan document.

The Risk Management Plan shall be communicated to Members.

Conformance with the Risk Management Plan shall be monitored by the Board.

Ultimate responsibility for safety rests with individual Members.

Policy

To support the club's objectives, Members shall keep risk as low as reasonably achievable.

The Procedures shall support this Policy.

Procedures

Ride Leaders

Ride Leaders/Coordinators

- A ride leader(s) will be appointed by the SCC Board for each SCC Ride. The ride leader will identify himself/herself to the group so that everyone is aware of who is coordinating the ride. The ride coordinator may describe the general ride route and may provide a brief safety tip at the commencement of the ride.
- The ride leader (s) has the final decision on all matters pertaining to the SCC Ride and his/her decisions must be respected by all participants
- Ride leader (s) will carry a fully charged cell phone for emergency use on all SCC Rides.

Rides

SCC Rides on roads will be planned to use lesser- traveled roads where possible and practical.

- When a large number of riders come out for a SCC Ride, the riders will be encouraged by the ride coordinator to break into smaller groups. A group of 8 riders is optimal and we attempt to not exceed 12.
- Groups should ride at least 100 meters apart on the road to allow other vehicles to pass safely in two maneuvers.
- Riders must not be left behind in a SCC ride unless they confirm with the ride leader(s) that they are leaving the group or the ride leader(s) asks the rider to leave the group for unsafe/disruptive behavior or inability to keep up with

the group. If the ride leader(s) is not satisfied that the rider can continue alone, the ride leader or a volunteer must stay with the rider until they have appropriate assistance.

- SCC members are responsible for ensuring that their bicycle is in good working order before attending each SCC Ride.
- Bicycle helmets must be always worn while participating in any SCC ride and other protective equipment is strongly encouraged (e.g., gloves, eye wear).
- SCC members are responsible for bringing sufficient liquids and food, as required, for each SCC Ride, as well as appropriate tools/ spare tubes, etc.
- SCC members are responsible for ensuring they are sufficiently fit for their desired activity.
- SCC members are not to be under the influence of any drug or beverage product that could impair their riding judgment while on a SCC Ride.
- SCC members are encouraged to carry their own cell phones on SCC Rides.
- SCC Riders are not permitted to use cell phones while riding.
- Any incident/accident on a club ride shall be immediately reported to Ontario Cycling through the proper reporting procedures and forms provided by the OC

Cycling Activities

Cycling activities shall be restricted to Road Cycling Training, Club TTs, Cyclocross Training, Indoor Training, and special events as may be declared by the President. If an activity has not been declared by the President, then it is not an SCC activity.

The dates and times of scheduled Training shall be declared by the SCC President.

No cycling activity shall proceed in the absence of a Coach or Ride Leader. If no Coach or Ride Leader is present to lead a scheduled cycling activity, then that activity shall be automatically cancelled.

The Coach and/or Ride Leader have the final decisions on all matters affecting the safety of the cycling activity and their decisions must be respected by all participants.

During a cycling activity,

a Coach or Ride Leader shall

identify himself/ herself to the group;

direct riders in the safe conduct of the activity;

ensure that

no person is permitted to participate unless he or she is a Member, or, in the case of Road Cycling Training, Cyclocross Training, or Indoor Training, has proof of appropriate Ontario Cycling Association membership;

gates at Track entrances are closed at the beginning of Road Cycling Training and Club TTs; and

a telephone is available in case of emergency; and

in the event of an incident, document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President; and

in the event of an incident involving injury, illness or property damage, immediately notify Ontario Cycling Association, the SCC President and the SCC Vice-President, and document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

A rider shall:

follow safety directions from a Coach or Ride Leader;

ensure that his or her bicycle is maintained in safe working order; and

in Road Cycling Training, Cyclocross Training, or a Club TT, wear an approved helmet.

In Road Cycling Training or Cyclocross Training, no rider shall use aero handlebar extensions or other types of handlebar extensions without permission and direction from a Coach or Ride Leader.

In Road Cycling Training, Cyclocross Training, or a Club TT, no rider shall wear earphones.

In inclement weather, the Coach or Ride Leader shall decide if cycling activity shall be cancelled.

Incidents

In the event of an incident,

the Coach or Ride Leader shall document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

the Vice President or designate shall investigate the incident and submit a report to Ontario Cycling Association as soon as possible; and

the Board shall take corrective action if required.

In the event of an incident involving injury, illness or property damage,

the Coach or Ride Leader shall immediately notify Ontario Cycling Association, the SCC President and the SCC Vice-President;

the Coach or Ride Leader shall document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

the Vice President or designate shall investigate the accident or incident and submit a report to Ontario Cycling Association within 48 hours; and

the Board shall take corrective action if required.

Standards of Care

This Risk Management Plan and all SCC programs and rides shall adhere to the following, as applicable:

- UCI, CCA, OC rules and regulations as they pertain to Club Rides.
- Ontario Highway Traffic Act
While on SCC Rides, all SCC members must adhere to and obey all rules of the road as per the Ontario Highway Traffic Act.